



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Hours of Work Policy
Creation Date: January 17, 2012
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: HOURS OF WORK

I. Policy:

A) All full-time, salaried employees shall be on a forty-hour work week, except for uniformed firefighter personnel who are subject to Paragraph (D) below.

B) In order to meet operational needs, the Department Head may adjust the hours of any individual employee or group of employees to provide for different schedules of hours or for overtime services outside of regular working hours. Such adjustments shall not result in allowing less than the hours per week prescribed for full-time employment without a corresponding pro-rate decrease in salary.

C) Employees are required to comply with all time and attendance reporting procedures, including clocking in and out, as established by the City Manager and as required by their Department Heads in accordance with operational necessity or feasibility. Department Heads may require precise start and stop times to meet operational necessity.

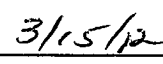
D) Wage and hour equalization may be used for purposes of overtime compensation within a pay period, as provided for by the Fair Labor Standards Act, as amended.

E) Pursuant to and in compliance with Section 7 (K) of the Fair Labor Standards Act, as amended, all City uniformed firefighter personnel shall be on a work period of at least seven, but not more than 28 consecutive days.

APPROVED BY:



Joyce Wilson, City Manager



Date